

April 18, 2003

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

FROM: JOHN P. WALTERS  
DIRECTOR

SUBJECT: Revised Office of National Drug Control Policy  
(ONDCP) Circulars

With the creation of the Department of Homeland Security, ONDCP has revised its budget circulars to take account of the new structure of the Executive Department. The revised circulars also include certain other changes that clarify information needed by ONDCP to develop the National Drug Control Budget. The following documents are attached:

- [Budget Formulation](#) – This circular provides instructions for agencies and bureaus in preparing drug control budget proposals to be submitted to ONDCP for review, certification, and inclusion in the National Drug Control Budget.
- [Budget Execution](#) – ONDCP has several authorities related to the obligation and spending of funds. This circular includes procedures for reprogramming requests, the transfer of drug control funds between accounts, and the establishment of financial plans for all bureaus. This document also details ONDCP's Fund Control Notice authority, which may limit the obligation of all or part of an amount appropriated to a National Drug Control Program agency.
- [Drug Control Accounting](#) – By statute, agencies are required to conduct an annual detailed accounting of all funds expended for National Drug Control Program activities. Further, this accounting is authenticated by agency Inspectors General. This circular provides the procedures for producing these accounting reports.
- [Policy Coordination](#) – Although unchanged since May 30, 2002, this document also is attached for your reference.

To assist ONDCP, I request that you require appropriate budget and policy officials of your agency to become familiar with these circulars.

[Attachments](#)